

Safety Attribute Inspection (SAI) Data Collection Tool

1.3.4 Required Inspection Items (RII) (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide policy, procedures, instructions and information in the manual which allows personnel concerned with the Required Inspection Item (RII) process to perform their duties and responsibilities to a high degree of safety.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's Required Inspection Items (RII) process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Required Inspection Items (RII) process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Required Inspection Items (RII) process.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.365(a)
 - 121.365(b)
 - 121.365(c)
 - 121.367
 - 121.369(a)
 - 121.369(b)
 - 121.369(b)(2)
 - 121.369(b)(3)
 - 121.369(b)(4)
 - 121.369(b)(5)
 - 121.369(b)(6)
 - 121.369(b)(7)
 - 121.369(b)(8)
 - 121.369(b)(9)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 64
AC 120-16C

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Required Inspection Items (RII) process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Required Inspection Items (RII) process.

Questions

To meet this objective, the inspector must answer the following questions:

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Required Inspection Items (RII) process:

<p>1.1 Does the Certificate Holder's manual contain general policies for the Required Inspection Items (RII) process that comply with the specific regulatory requirements? SRRs: 121.135(b)(1); 121.365(b); 121.365(c); 121.369(b); 121.367</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual contains a general policy that each person with whom it arranges to perform required inspections must have an organization adequate to perform that work <i>Sources:</i> 121.135(b)(1); 121.365(b) <i>Interfaces:</i> 1.1.1-aw; 1.3.3-aw; 1.3.8-aw; 7.1.2-aw • Check that the certificate holder's manual, who performs any inspections required by it's manual in accordance with 121.369(b)(2) or (3) contains a general policy that it must have an organization adequate to perform required inspections <i>Sources:</i> 121.135(b)(1); 121.365(b) <i>Interfaces:</i> 1.1.1-aw; 1.3.3-aw; 1.3.8-aw; 7.1.2-aw • Check that the certificate holders manual who performs required inspections includes a general policy that separation of required inspection functions and other maintenance, preventive maintenance, and alteration functions is below the level of administrative control at which overall responsibility for the required inspection functions and other maintenance, preventive maintenance, and alteration functions 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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<p>are exercised. <i>Sources:</i> 121.135(b)(1); 121.365(c) <i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 4.2.2–aw; 7.1.2–aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's manual contains a general policy that no person may perform a required inspection if he performed the item of work required to be inspected <i>Sources:</i> 121.135(b)(1); 121.371(c) <i>Interfaces:</i> 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 4.2.2–aw; 7.1.2–aw • Check that the certificate holders manual includes instructions and information necessary for personnel concerned to not allow any person to perform a required inspection unless, at that time, the person performing that inspection is under the supervision and control of an inspection unit <i>Sources:</i> 121.135(a)(1); 121.371(b) <i>Interfaces:</i> 1.1.1–aw; 1.3.2–aw; 7.1.2–aw 	
<p>1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI? SRRs: 121.135(b)(3) Related CFRs: Intentionally left blank</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Required Inspection Items (RII) process? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Required Inspection Items (RII) process? SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5 Does the Certificate Holder's manual contain a chart or description of their organization that is adequate to perform required inspection item inspections? SRRs: 121.365(a); 121.369(a)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual, who performs any inspections required by it's manual in accordance with 121.369(b)(2) or (3) contains a general policy that it must have an organization adequate to perform required inspections <i>Sources:</i> 121.135(b)(1); 121.365(b) <i>Interfaces:</i> 1.1.1–aw; 1.3.3–aw; 1.3.8–aw; 7.1.2–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's chart or description of their organization show that: SRRs: 121.365(c); 121.369(a)</p>	
<p>1.6.1 They have organized the performance of required inspection functions from the performance of other maintenance, preventative maintenance and alteration functions? SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions.</p> <p><i>Sources:</i> 121.135(a)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 7.1.2–aw</p>	
<p>1.6.2 The separation of required inspection functions and other maintenance, preventative maintenance and alteration functions is below the level of administrative control at which overall responsibility is exercised?</p> <p>SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holders manual who performs required inspections includes a general policy that separation of required inspection functions and other maintenance, preventive maintenance, and alteration functions is below the level of administrative control at which overall responsibility for the required inspection functions and other maintenance, preventive maintenance, and alteration functions are exercised. <p><i>Sources:</i> 121.135(b)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.3.14–aw; 2.1.1–aw; 4.2.2–aw; 7.1.2–aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions. <p><i>Sources:</i> 121.135(a)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 7.1.2–aw</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
<p>1.7 Does the Certificate Holder's manual state that each person with whom it arranges for the performance of any required inspections must have an organization adequate to perform that work?</p> <p>SRRs: 121.365(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual contains a general policy that each person with whom it arranges to perform required inspections must have an organization adequate to perform that work <p><i>Sources:</i> 121.135(b)(1); 121.365(b)</p> <p><i>Interfaces:</i> 1.1.1–aw; 1.3.3–aw; 1.3.8–aw; 7.1.2–aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's manual, who performs any inspections required by it's manual in accordance with 121.369(b)(2) or (3) contains a general policy that it must have an organization adequate to perform required inspections <p><i>Sources:</i> 121.135(b)(1); 121.365(b)</p> <p><i>Interfaces:</i> 1.1.1–aw; 1.3.3–aw; 1.3.8–aw; 7.1.2–aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations ensures that each person with whom it arranges to perform required inspections has an organization adequate to perform that work 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p><i>Sources:</i> 121.135(b)(19); 121.365(b) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw; 2.1.1–aw; 4.2.2–aw; 7.1.2–aw</p>	
<p>1.8 Does the Certificate Holder's manual state that each person with whom it arranges for the performance of any required inspections must: SRRs: 121.365(c)</p>	
<p>1.8.1 Organize the performance of required inspection functions from the performance of other maintenance, preventative maintenance and alteration functions? SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions. <p><i>Sources:</i> 121.135(a)(1); 121.365(c) <i>Interfaces:</i> 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 7.1.2–aw</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.8.2 Separate required inspection functions from other maintenance, preventative maintenance and alteration functions below the level of administrative control at which overall responsibility is exercised? SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's instructions include procedures to ensure that each person with whom it arranges to perform RII, maintains separation of those functions within the organization. <p><i>Sources:</i> AC 120–16C par. 6(b) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw; 2.1.1–aw; 7.1.2–aw</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.9 Does the Certificate Holder's manual state that inspection personnel must follow its manual when performing RII inspections? SRRs: 121.369(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes a designation items of maintenance and alteration that must be inspected (required inspections), including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(2) <i>Interfaces:</i> 1.1.1–aw; 1.3.14–aw; 2.1.1–aw; 7.1.2–aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	
<p>1.10 Does the Certificate Holder's inspection program and the program covering other maintenance, preventative maintenance, and alterations include a designation of the items of maintenance and alterations that must be inspected (RII)?</p> <p>SRRs: 121.369(b)(2); 121.367</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes a designation items of maintenance and alteration that must be inspected (required inspections), including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions covering procedures, standards, responsibilities, and authority of inspection personnel that ensures that each aircraft returned to service is airworthy and has been properly maintained for operation under FAR part 121. <p><i>Sources:</i> 121.135(b)(19); 121.367(c)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
<p>1.11 Does the Certificate Holder's designation of items of maintenance and alterations that must be inspected (RII) include at least those items that:</p>	
<p>1.11.1 If not properly performed, could result in a failure, endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	
<p>1.11.2 If not properly performed, could result in a malfunction, endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
<p>1.11.3 If not properly performed, could result in a defect endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>
<p>1.11.4 If improper parts or materials are used, could result in a failure, endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	
<p>1.11.5 If improper parts or materials are used, could result in a malfunction, endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.6 If improper parts or materials are used, could result in a defect, endangering the safe operation of the aircraft?</p> <p>SRRs: 121.369(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12 Does the Certificate Holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations include:</p> <p>SRRs: 121.369(b); 121.367</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	
<p>1.12.1 The method of performing required inspections?</p> <p>SRRs: 121.369(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes the method of performing required inspections <p><i>Sources:</i> 121.367; 121.369(b)(3)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations include instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the method of performing required inspections when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(3)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.12.2 A designation by occupational title of personnel authorized to perform each required inspection? SRRs: 121.369(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes a designation by occupational title of personnel authorized to perform each required inspection. <i>Sources:</i> 121.367; 121.369(b); 121.369(b)(3) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 7.1.2-aw • Check that the certificate inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation by occupational title of personnel authorized to perform each required inspection when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(3) <i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw • Check that the certificated holders manual contains a general policy to make available for inspection by the Administrator upon request, a current listing of persons, identified by name, occupational title, and the inspections that they are authorized to perform, who have been trained, qualified, and authorized to conduct required inspections <i>Sources:</i> 121.135(b)(1); 121.371(d) <i>Interfaces:</i> 1.3.14-aw; 2.1.1-aw; 7.1.2-aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12.3 Procedures for the reinspection of work performed pursuant to previous required inspection findings ("buy-back procedures")? SRRs: 121.369(b)(4)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <i>Sources:</i> 121.367; 121.369(b); 121.369(b)(4) <i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures) when 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.367; 121.369(b); 121.135(a)(1); 121.369(b)(4)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	
<p>1.12.4 Procedures, standards, and limits necessary for required inspections? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(5)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.369(b); 121.135(a)(1); 121.369(b)(5)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12.5 Procedures, standards, and limits necessary for acceptance or rejection of the items required to be inspected? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <p><i>Sources:</i> 121.367; 121.369(b); 121.135(a)(1); 121.369(b)(5)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.12.6 Procedures to ensure that all required inspections are performed? SRRs: 121.369(b)(6)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures to ensure that all required inspections are performed when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof <i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(6) <i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw • Check that the certificate holder's manual that contains the inspection program covering other maintenance, preventive maintenance and alterations includes procedures to ensure that all required inspections are performed. <i>Sources:</i> 121.367; 121.369(b); 121.369(b)(6) <i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 7.1.2-aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12.7 Instructions to prevent any person who performs any item of work from performing any required inspection of that work? SRRs: 121.369(b)(7)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions to prevent any person who performs any item of work from performing any required inspection of that work. <i>Sources:</i> 121.367; 121.369(b); 121.369(b)(7) <i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the instructions to prevent any person who performs any item of work from performing any required inspection of that work. <i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(7) <i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12.8 Instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit, or a person with the proper overall responsibility for management of RII and maintenance functions? SRRs: 121.369(b)(8)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>Check that the certificate holder's manual inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions</p> <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(8)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.14-aw; 2.1.1-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(8)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	
<p>1.12.9 Procedures to ensure that required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service?</p> <p>SRRs: 121.369(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures to ensure that required inspections, other maintenance, preventive maintenance, and alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(9)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures that ensure that required inspections, other maintenance, preventive maintenance, and alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service <p><i>Sources:</i> 121.367; 121.135(a)(1); 121.369(b); 121.369(b)(9)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.2-aw; 7.1.2-aw</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>1.13 Does the Certificate Holder's Required Inspection Items (RII) process comply with the guidance contained in FAA Order 8300.10?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holders instructions include procedures specifying how it will develop, control, and review RII to ensure the continued airworthiness of its aircraft. <p><i>Sources:</i> 8300.10 Vol. 2, Ch., 64, Sec. 2, Para. 5 D(4)</p> <p><i>Interfaces:</i> 1.1.1-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-aw; 4.2.2-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.14 Does the Certificate Holder's Required Inspection Items (RII) process comply with the guidance contained in AC120-16C?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's instructions include procedures to ensure that each person with whom it arranges to perform RII, maintains separation of those functions within the organization. <p><i>Sources:</i> AC 120-16C par. 6(b)</p> <p><i>Interfaces:</i> 1.3.14-aw; 1.3.7-aw; 2.1.1-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.15 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Required Inspection Items (RII) process:

2.1 Is there a control in place to ensure that required inspections of critical aircraft systems or components were performed with adequate facilities and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure that no RII inspections are incomplete?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Is there a control in place to ensure that the Certificate Holder developed an RII after a repair or alteration to a critical system?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4 Is there a control in place to ensure that critical RII functions are performed by individuals that are fully qualified?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.5 Is there a control in place to ensure that required inspections are separate from other maintenance actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.6 Is there a control in place to ensure that the Certificate Holder properly identifies required inspection items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.7 Is there a control in place to ensure that work that was improperly done is then properly rejected by an RII inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.8 Is there a control in place to ensure that persons who accomplished the work did not also perform the RII?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.9 Is there a control in place to ensure that the Certificate Holder prevents the rejected RII from being countermanded by an unauthorized individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.10 Is there a control in place to ensure that the Certificate Holder re-inspects rejected items from previous required inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.11 Is there a control in place to ensure that Required Inspection Items are identified on work documents in accordance with the Certificate Holder's	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

policies and procedures?	
2.12 Is there a control in place to ensure that the Certificate Holder maintains a current and accurate list of all RII Personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.13 Is there a control in place to ensure that the Authorized RII Personnel are provided written notification for Required Inspection authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.14 Is there a control in place to ensure that the Certificate Holder maintains a current listing of all Required Inspection Items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.15 Is there a control in place to ensure that the Authorized RII Personnel are under the direct supervision of the inspection department while performing all Required Inspection Items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.16 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Required Inspection Items (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu</i>
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Required Inspection Items (RII) process include the following process measurements:

3.1 Process measurements that would reveal when authorized RII personnel were not under the direct supervision of the inspection department while performing all required inspection items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder failed to provide written notification to each person assigned required inspection authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal when the Certificate Holder failed to develop an RII after a repair or alteration to a critical system?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal when the Certificate Holder failed to ensure that required inspections of critical aircraft systems or components were performed with adequate facilities and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal when the Certificate Holder failed to ensure that all critical RII functions were performed by individuals who were fully qualified?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal when the Certificate Holder failed to ensure that required inspections were separated from other maintenance actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.7 Process measurements that would reveal when the Certificate Holder failed to ensure that any work that was improperly done was rejected by an RII inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Process measurements that would reveal when the Certificate Holder failed to ensure that all required inspection items were identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal when the Certificate Holder failed to identify any person who accomplished work and also performed the RII?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.10 Process measurements that would reveal when required inspection items were countermanded by an unauthorized individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.11 Process measurements that would reveal when any RII inspections were incomplete?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.12 Process measurements that would reveal when the Certificate Holder failed to re-inspect rejected items from previous required inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.13 Process measurements that would reveal when the Certificate Holder failed to maintain a current listing of all Required Inspection Items?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.14 Process measurements that would reveal when the Certificate Holder failed to identify Required Inspection Items on work documents in accordance with the Certificate Holder's policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.15 Process measurements that would reveal when the Certificate Holder failed to maintain a current and accurate list of all RII Personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.16 Does the Certificate Holder document their process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.17 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Required Inspection Items (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Required Inspection Items (RII) process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Required Inspection Items (RII) process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | |

<i>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</i>
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Required Inspection Items (RII) process.
- 2 Identify the person who has overall authority for the Required Inspection Items (RII) process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Required Inspection Items (RII) process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Required Inspection Items (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Required Inspection Items (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.3 Does the Certificate Holder's manual include the duties & responsibilities of those who manage work required by the Required Inspection Item (RII) process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Required Inspection Item (RII) process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Required Inspection Item (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

information for the Required Inspection Item (RII) process?	
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Required Inspection Item (RII) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu</i>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.